

## **Artemis - Health and Safety policy**

<b>Version Date</b>	<b>Date of next review</b>
September 2023	September 2024

### **Purpose**

The purpose of this policy is to provide a secure, safe, healthy and stimulating environment for all pupils, staff and visitors to Artemis schools. Our schools are committed to providing a safe and healthy environment for all students, staff, and visitors.

### **Related documents:**

This Health and Safety Policy outlines our commitment to maintaining high standards of health and safety in all aspects of School operations. It is our duty to ensure that everyone can learn, work, and visit our school without experiencing harm or injury. This duty is given shape in a range of documents:

- School physical security and CCTV policy
- Child safeguarding policy
- Group emergency response guidelines
- School crisis management procedure
- School trips policy and pack
- Drop-off and collection of students
- School emergency lockdown procedure
- School fire emergency procedure
- Swimming pool guidelines
- Waste management policy
- Facilities management and maintenance guidelines
- Insurance documents

### **Roles and responsibilities**

The Principal/ Heads of The School are responsible for ensuring that all health and safety policies and procedures are followed and periodically updated. Working in conjunction with the Facilities Manager, they are the focal points relating to Health and Safety.

The Principal and Facilities Manager will ensure that:

- a) All members of staff understand and fulfill their responsibilities to ensure a safe learning environment.
- b) All staff are aware of their responsibilities and receive appropriate supervision, instruction and training.
- c) All staff & pupils are encouraged to promote health and safety.

- d) Risk assessments are carried out for activities on and off The School site.
- e) School specific guidelines/policies are followed for all trips and visits.
- f) Regular health and safety inspections take place.
- g) A record to be maintained by the Facilities Manager and his/her team of all activities/inspections relating to health and safety.
- h) Encourage & develop high standards of health and safety within The School.
- i) Ensure that all staff receive supervision, instruction and training appropriate to their duties and responsibilities.
- j) Evaluate the measures taken to minimize or eliminate risks and hazards.

Staff and students should:

- a) Be familiar with the health and safety policy and all safety regulations laid down by The School management.
- b) Take reasonable care for their own health and safety and that of others who may be affected by their actions.
- c) Make regular safety inspections of their areas of work and report to their line manager and or the Facilities Manager of any danger related to health and safety immediately.
- d) Only use approved school equipment that they are trained and competent to use.
- e) Follow safety instructions when using any machinery, equipment or dangerous substances.
- f) Take an active interest in promoting health and safety, suggest improvements and ways of reducing risks.

Subject Leaders and Progress Leaders should:

- a) Carry out regular safety inspections of the activities for which they are responsible and where necessary, reports to be submitted to the Facilities Manager.
- b) Ensure, as far as is reasonably practicable, the provision of sufficient information, instruction, training and supervision to enable other staff and pupils to avoid hazards and to contribute positively to their own safety and health.
- c) Propose to the Senior Leadership Team requirements for safety equipment and additions or improvements to equipment or facilities which have the potential to cause harm.
- d) Report any incident/accident or dangerous occurrences immediately.
- e) Carry out periodic Health & Safety meetings.

The safety of students in classrooms is the responsibility of class teachers.

If for any reason e.g., the condition or location of equipment, the physical state of the room or the requirement for splitting of a class for practical work, the teacher considers s/he cannot accept this responsibility, s/he should discuss the matter with the Head of Department or a member of the SLT before allowing practical work to take place. Class teachers are expected to:

- a) Exercise effective supervision of the pupils. To ensure they are aware of the nearest emergency escape route and understand the emergency evacuation procedures set out in the Emergency Evacuation Procedure.
- b) To administer first aid as and when required.
- c) Understand and implement any special safety measures that may apply in their designated teaching areas, and to ensure that they are fully compliant with all Health & Safety regulations.
- d) Give clear verbal instructions and warning during an emergency, or as when required.
- e) Adhere to all safe working practices, to be fully compliant with all policies and procedures.
- f) Request for protective clothing, guards, any special safe working procedures, etc. if not available.
- g) Make recommendations to the Head of Department/Facility Manager with suggestions to improve any equipment or facilities which have the potential to cause injuries.
- h) Report any incident/accident or dangerous occurrences immediately.

Students: all staff will work with students to establish, at whatever level is appropriate, an ability to:

- a) Exercise personal responsibility for the safety of self and classmates.
- b) Observe standards of dress consistent with safety and/or hygiene (this would preclude unsuitable footwear, sharp objects such as knives and other items considered dangerous)
- c) Observe and follow all the safety rules & regulations of SCHOOL and in particular the instructions given from the teaching staff during an emergency.
- d) Not wilfully misuse, neglect or interfere with the fire alarm system or firefighting equipment which is provided for his/her safety.

Communication with parents: THE SCHOOL will communicate safety information, updates, and procedures effectively to all staff, students, and parents. This may include newsletters, notices and posters, and meetings.

### **The collection and drop-off of students**

A separate policy governs the presence of students onsite and their daily collection and drop-off procedures.

## **Site access**

The School has a Site, Physical Security and CCTV policy. The School should have a site access control system with access cards for staff and visitors.

All Staff must always wear an identification badge while working in The School campus.

All visitors must give a form of ID to the gate security guard to gain entry to the the school. All visitors should report to The School office on arrival. All visitors must wear a visitor ID badge. Visitors can be politely challenged or questioned, and if they are not wearing identification passes, should be escorted back to Reception to obtain these.

Exterior gates are to be kept locked throughout The School day. The outside gates are opened at the start and end of the day and manned by staff.

Security Guards will be onsite 24/7.

CCTV is used to monitor common areas, and will be accessed when incidents are recorded. CCTV is not used in classrooms.

## **Playground safety**

Staff are on duty at break times and cover the junior and infant playgrounds.

Staff are on duty for the secondary break times with senior prefects.

## **Emergency Evacuations**

Rapid school evacuation drills should be carried out in accordance with civic regulations, at least three times per academic year. The School should set a 3-minute evacuation time for all occupants to vacate the building.

An evacuation protocol should be in place with trained designated staff and identified muster points for all the occupants.

## **Building Maintenance and Cleaning**

The School uses approved contractors as laid down by the Facilities Manager. If any member of staff has a concern regarding maintenance or cleanliness, this should be reported to the Facilities Manager.

## **Chemicals**

A waste management policy governs the purchase, storage, use and disposal of school chemicals.

Cleaning materials should be locked away during The School day.

The Head of Science advises Senior Leadership Team of needs and manages departmental chemicals along with the Lab Technicians.

Records of all stored chemicals should be updated periodically by Lab Technicians, based on physical checks of the condition and age of chemicals.

Material Safety Data Sheets (MSDS) should be available for all chemicals, pest control treatment & cleaning equipment used in the building.

### **Co-curricular Activities**

See the separate co-curricular and Experience policies.

### **School trips**

See the separate [School Trips Policy](#).

### **Fire Safety**

The Facilities Manager will provide and maintain necessary safety equipment and personal protective gear, such as fire extinguishers, hoses, water points, safety goggles, and safety clothing, as needed.

The School may have an annual fire inspection as a condition for retaining The School licence. The Ministry of Education may also audit for fire safety.

The School will maintain a fire emergency procedure to demonstrate its compliance with civil regulations.

### **Gas safety**

The School may have a separate gas alarm system if The School has a gas connection that is piped not bottled.

In these cases gas system shutdowns and gas system inspections should be carried out periodically.

### **First Aid**

The School should designate first aiders, and train and certify them every year. Providers that are IOSH & NEBOSH certified can provide first aid training.

A list of designated first aiders should be posted alongside other health and safety and emergency notices.

### **No Smoking Policy**

There is a no smoking policy in all areas of all Artemis schools and is a completely non-smoking site including car parks and exterior spaces.

### **Hot and cold weather**

Primary students are required to wear a sun hat in warm weather.

Through the curriculum and in assemblies, students are reminded of the need to drink plenty of water and the of the potential risks from exposure to heat & sunlight.

During the summer months, the time spent outside at break times is reduced and outdoor activities restricted.

During winter months, students should be advised to bring jumpers and rain gear to school in their school bags.